



Rosebank School

Learning together, celebrating success

ATTENDANCE POLICY

DATE OF THIS POLICY:	NOVEMBER 2016
Ratified by Governors:	Curriculum and Quality of Standards Committee 10.11.16
Frequency of update:	Every 2 years
Due for revision:	NOVEMBER 2018
Person responsible:	Headteacher

ROSEBANK SCHOOL
ATTENDANCE POLICY

RATIONALE

Regular school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities offered to them. Rosebank School encourage good attendance and feel it essential if pupils are to gain the skills which will equip them for life.

The school aims to achieve good attendance by operating an Attendance Policy within which staff, pupils, parents and carers can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

This policy should be read in conjunction with the Rosebank School Safeguarding Policy.

PROCEDURE

Pupils are expected to attend school unless there is a good reason for absence.

There are two types of absence:

- Authorised absence (where the school approves pupil absence)
- Unauthorised absence (where the school will not approve absence)

If a pupil is absent from school, it is expected that parents/carers will provide an explanation for their absence on the first day of that absence. This notification is required from parents by 9.30am. Usually this contact will be made by telephone, by letter or in person.

Although helpful, verbal messages from taxi drivers/escorts are not adequate notification without confirmation from parents/carers.

If explanation for a child's absence is not made, school will telephone parents by 10.00am on the initial day.

Leave to attend dental and medical appointments will be authorised provided prior notice is given to the school.

SAFEGUARDING

At the start and end of the school day the door is manned by a member of staff. Any child leaving school during the day (for example being sent home due to illness) is signed out and a member of the Senior Leadership Team (SLT) informed. There is a sign-out sheet for classes leaving school for educational visits. At the end of the day a ticklist is used to ensure that children leave school

with a known parent, carer or driver/escort with appropriate identification if necessary.

COMPLETING THE REGISTER

Registers are an effective means of collecting and monitoring attendance information. Registration takes place twice daily at the start of morning and afternoon teaching sessions. The morning register is closed at 9.45am and the afternoon register at 1.35pm. Pupils arriving after the register has been taken will be marked as late. Late marks will be monitored.

Registers provide the daily record of attendance of all pupils, and are legal documents.

Registers are required to be marked in ink with the symbols advised by DfE and Cheshire West and Chester.

FAMILY HOLIDAYS DURING TERM TIME

Government legislation from 1st September 2013 does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave of absence must be in exceptional circumstances authorised by the Headteacher (see Appendix 1).

Parents wishing to request holidays to be taken during term time must complete a Holiday Request form (see Appendix 2) and submit this to the Headteacher for authorisation prior to the holiday taking place.

The Local Authority is able to fine parents for taking a child on holiday during term time without consent from the school.

Rosebank School recognise the impact of term time absences and concur with the principles of the government and LA policy to keep absence rates as low as possible. However, the nature of our children's specific needs and the needs of their carers and families must also be taken into account and accommodation may be made for this in some circumstances. In considering any request for leave for a family holiday during term time the school will assess each case individually, taking into account the child's or family's needs. Permission must always be sought from the Headteacher in advance of any booking and satisfactory reasons must be given to validate the absence.

PARENTS

Parents will be advised of our policy when their child first starts school.

WHAT PARENTS CAN DO TO HELP

- Let the school know as soon as possible if your child is unable to attend school.
- If the child attends school by taxi let the taxi company know that transport will not be required.

HOW WILL WE KNOW THIS POLICY IS WORKING?

- Pupils will have good attendance records.
- Parents will work in partnership with the school to prevent unauthorised absence.
- There will be less incidence of unauthorised absence.

MONITORING, EVALUATION, AND REVIEW

Pupil attendance will be monitored by the Headteacher at the end of each term, and by the Education Welfare Officer twice per academic year. This policy will be reviewed biennially.



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Townfield Lane, Barniton,
Northwich, Cheshire, CW8 4QP

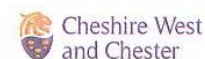
Tel: Northwich (01606) 74975

Fax: Northwich (01606) 783564

Web: www.rosebank.cheshire.sch.uk

Email: head@rosebank.cheshire.sch.uk

15th July 2013



Dear Parents,

The Department for Education (DfE) has announced important amendments to legislation surrounding holidays in term time. Following this, Cheshire West and Chester Education Welfare have requested that the following information be sent out to all parents.

From the 1st September 2013, **the new law does not give any entitlement to parents to take their child on holiday during term time.** Any applications for leave of absence must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

In the academic year 2011 to 2012, **9.7% of all absences in England were due to parents taking their children out of school during term time.** This high level of absence has led the DfE to make this important change to legislation.

As a school, we fully appreciate the financial difficulties that some parents face when booking holidays, particularly during school holidays; however there is an expectation that all schools in Cheshire West and Chester introduce firm policies and stringent checks to ensure that there is a significant reduction in the number of absences during term time.

I would like to take this opportunity on behalf of the school to thank you for your full support in this matter by not taking your child out of school during term time.

This new legislation will bring about increased attendance and improving standards in our borough's schools.

Further information can be obtained from www.dfe.gov.uk

Yours sincerely,

JUDE McGUINNESS
Headteacher



Headteacher: Mrs Judith McGuinness, NPQH, BSc Hons QTS, PG Dip SEN, PG Adv Cert Autism

Rosebank School



LEAVE OF ABSENCE REQUEST FORM

To: Mrs Jude McGuinness, Headteacher

I / we request permission forto be absent from school as follows:

Date of first day of absence:

Date of child’s return to school:

Number of school days absence requested

Government legislation does not give any entitlement to parents to take their child on holiday during term time except in exceptional circumstances which have been authorised by the Headteacher. The Headteacher must be satisfied that the circumstances warrant the granting of leave. Please give details below.

Reason/exceptional circumstances for absence:
.....
.....
.....

Parent / Guardian signature

Authorised by Headteacher Date

Please note the Local Authority is able to fine parents for taking a child out of school or on holiday during term time without consent from the school.



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